

Bulletin detail **Bulletin history Attachments Forms**

Req template: Transfer Opportunity

Job posting preview eLink history

**Bulletin details ADMINISTRATIVE SERVICES
MANAGER II**

Bulletin status Approved

Item Number 1003 ADMINISTRATIVE SERVICES MANAGER II

Position Title ADMINISTRATIVE SERVICES MANAGER II

Requirements Interested individuals should currently hold the payroll title of Administrative Services Manager I/II or currently appear on the certification list for Administrative Services Manager I/II.

Department Consumer Affairs

Bulletin Number 3441BR

Analyst Gagen, Christiana ((213) 974-9907)

Manager Gagen, Christiana ((213) 974-9907)

Number of Vacancies 1

Positions Remaining 1

Allow Reapplies

Additional Title

Job Field Administration

Job Type Professional

Region Metro (Los Angeles/West Hollywood/Eagle Rock)

Type of Recruitment Transfer Opportunity

Filing Information Open Continuous

Filing End Date

Filing End Time

Duties The Administrative Services Manager serves as the department's Administrative Deputy and oversees the department's budget and administrative operations. The position supervises five staff and manages budget, fiscal, payroll, procurement, information technology and facilities. The position offers an excellent opportunity to gain experience and expertise in a wide range of administrative functions.

Desirable Qualifications Interested individuals should possess a background in County budget procedures including budget preparation, projections, and adjustments. The ability to monitor grants, project S&S and S&EB costs and track expenditures is desirable. Individuals should possess excellent analytical abilities with strong oral

and written communication skills. Supervisory experience is highly desirable.

Certificate(s) Required

Shift Day

General Information To be considered, submit a cover letter highlighting your educational background and work experience, a resume, performance evaluations and attendance records for the past two years, and any additional information you wish to be considered to:

Tim Bissell, Chief Deputy Director
at: tbissell@dca.lacounty.gov

All materials submitted will be evaluated. The most qualified employees will be contacted for an interview. The interview process will be used to determine the final selection. Before extending an offer to candidates, the offer must first be cleared by the Personnel Section.

Vacancy Information This vacancy is located in Room B-96 of the Kenneth Hahn Hall of Administration. Office hours are 8:00 a.m. to 5:00 p.m., Monday through Friday.

The ASM II reports to the Director of Consumer Affairs. The Department of Consumer Affairs is a nationally recognized consumer protection agency.

Contact Name Tim Bissell

Contact Phone 213-974-9774

Contact Email tbissell@dca.lacounty.gov

PAR Information

PAR Number

Position Id

Document Id

Expiration Date

Unit

Contact Name

Contact Number

Other Information

Bulletin Notes

Team Members	Name	Dept.	Job title	Phone	Fax
	Gagen, Christiana	Consumer Affairs	Staff Assistant I	(213) 974-9907	(213) 687-0233

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Added by Gagen, Christiana ((213) 974-9907)

Added on 27-Mar-2012

OK